

ERIE COUNTY

JOB POSTING #2025-035

POSITION: FT Account Clerk III –
Social Services

DEPARTMENT: Job and Family Services

SALARY: \$21.40/hr. - Probationary
\$22.26/hr. – After Probation

POSTING DATE: 8:00 a.m., April 21, 2025

CLOSING DATE: Until Filled

MINIMUM REQUIREMENTS

Must have a high school diploma or equivalent. Preferred to have an associate or bachelor's degree. Preferred to have three years paid experience in social work and/or accounting/bookkeeping. Must have a valid Ohio driver's license and operable vehicle. Preferred knowledge in SACWIS, Traverse, RMS, CFIS, Harris and any other systems as assigned; Microsoft Office; Spreadsheets; Regulations pertaining to social services; Accounting principles; Preparing reports; Purchasing practices; Auditing practices; Office practices and procedures; Use of basic office equipment; Federal and State laws, rules, and regulations. Erie County resident preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department. EOE/AA/ADA

Approved for Content Maureen Swick 04/16/25

Approved for Posting [Signature] 4/16/25

2025-035

ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources Office
Erie County Services Center
Second Floor, Room 210
2900 Columbus Avenue
Sandusky, Ohio 44870

Office Hours:
8:00 a.m. till 4:30 p.m.
Monday through Friday

Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg.
Ohio Business College	B.V.R.
W.S.O.S.	Goodwill
Health Department	C.A.C.
Local Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

DEPARTMENT:	Job and Family Services	POSITION:	FT Account Clerk III – Social Services
POSTING DATE:	8:00 a.m., Monday April 21, 2025	LOCATION:	221 W. Parish Street Sandusky, Ohio 44870
CLOSING DATE:	Until Filled	WORKING HOURS:	8:00 a.m. - 4:30 p.m. Monday – Friday
EFFECTIVE DATE:	As Soon As Possible	SALARY:	\$21.40/hr. - Probationary \$22.26/hr. – After Probation

Description of the Job:

Under direction of the Deputy Director of Finance, the Account Clerk III Social Services is responsible for the following social services responsibilities but not limited to determining IV-E eligibility, Adoption Subsidy, Adoption Assistance, and Foster Care Placement. This position also serves as the primary backup for the Account Clerk III Fiscal regarding all fiscal duties as assigned.

Essential Functions to be Performed:

- Determine IV-E eligibility
- Perform Redeterminations as needed
- Help determine and facilitate placement
- Ensure the administration of funds, allocated or reimbursed
- Determine initial and continuing eligibility for adoption assistance program services
- Monitor the adoption subsidy and adoption assistance
- Maintain documentation for each case
- Maintain knowledge of the Medicaid process with eligibility
- Serve as an agency representative for foster care and perform all foster care duties as assigned
- Analyze and determine placement agreements and participate in placement contract negotiations
- Complete tasks and review data in SACWIS
- Work in the county financial systems
- Process accounts receivable and accounts payable invoices
- Perform a variety of fiscal duties including preparation of vouchers and correspondence with vendors
- Serve as an RMS Coordinator to monitor, accept, or reject any RMS responses
- Create RMS samples and maintain the agency RMS calendar and roster
- Close the agency RMS samples at the end of the quarter
- Coordinate new hire employee RMS introduction training
- Maintain relationships with county government agencies, community agencies, and Ohio Department of Job and Family Services to stay in compliance
- Generate reports
- Supply and prepare documentation for review
- Assist with special projects as needed
- Attend meetings and training sessions
- Other duties as assigned

Minimum Qualifications:

- Must have a high school diploma or equivalent
- Preferred to have an associate or bachelor's degree
- Preferred to have three years paid experience in social work and/or accounting/bookkeeping
- Must have a valid Ohio driver's license and operable vehicle
- Erie County resident preferred

Knowledge of:

- SACWIS, Traverse, RMS, CFIS, Harris and any other systems as assigned
- Microsoft Office
- Spreadsheets
- Regulations pertaining to social services
- Accounting principles
- Preparing reports
- Purchasing practices
- Auditing practices
- Office practices and procedures
- Use of basic office equipment
- Federal and State laws, rules, and regulations

Ability to:

- Use computers
- Work with others
- Multitask
- Maintain accurate records
- Gather confidential data
- Perform intermediate mathematical operations
- Analyze statistics
- Work independently
- Use effective communication
- Keep accurate balances on accounts

Physical requirements:

- Alternate between sitting/standing/walking throughout an eight (8) hour workday
- Lift/carry a minimum of eight (8) pounds
- Climb onto a stepladder (2 steps)
- Reaching with bilateral upper extremities into/up to/down to various heights
- Push/pull with twenty (20) pounds of initial force
- Bend/squat/crouch/kneel

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE